

OAK RIDGE R2A2 MAPPING

Organization: Oak Ridge Financial Service Center, FM-71

<i>Roles & Responsibilities</i> (per ORO Manual 110)	<i>Accountabilities</i> (Internal and External)	<i>Authorities Delegated</i>	
		<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> • Oak Ridge Financial Service Center <ul style="list-style-type: none"> • Appoints certifying officers and designates financial agents • Acts as liaison for the General Services Administration (GSA) Travel Management Center contract • Serves as payment processing center for eight satellite DOE operations and field offices • Records purchase orders, training, and miscellaneous obligations • Prepares debt collection letters, attempts to collect from debtors, and pursues debt offset collection methods • Prepares special analyses of costs, obligations, and other financial data comply with requests from DOE HQ and ORO • Establishes, maintains, and closes letters of credit • Records costs, plant and equipment, accruals, transfers, intra-governmental payments and collections, payroll entries, and reciprocal accounting • Opens, maintains, and closes the ORFSC ledger • Prepares billings for normal and enriched sales and maintains customers' uranium feed accounts • Perform financial administration of the USEC lease 	<p>External:</p> <ul style="list-style-type: none"> • DOE Chief Financial Officer • DOE Inspector General • General Accounting Office • Commercial Auditors (KPMG) • Richland Operations Office • Rocky Flats Field Office • National Energy Technology Laboratory • Savannah River Operations Office • Ohio Field Office • Strategic Petroleum Reserve Office • Office of Scientific and Technical Information • Y-12 Site Office • Other Government Agencies • U. S. Treasury • Vendors <p>Internal Customers:</p> <ul style="list-style-type: none"> • All ORO employees • Program offices • ORO contractors 	<ul style="list-style-type: none"> • ACO for Cost Accounting Standards • Compromise, Suspend or Terminate Collection Action • Exceptions to Full Cost Recovery • Accounting Consolidations – Uniform Policies • Decontamination & Decommissioning Fund Management • Designate Treasury Certifying Officers • 31 USC 39 – Prompt Payment Act • Federal Managers Financial Integrity Act of 1982 • CFO Act of 1990 • DOE O 520.1 • DOE O 534.1A • FASAB Standards • OMB Circulars 	
What Does this organization do for the department? Is it in <i>direct or indirect</i> support of Departmental missions?	To whom is this organization accountable to? How is accountability assured? External Review	What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal? <u>TYPES of DELEGATIONS:</u> Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities	

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<ul style="list-style-type: none"> Oversees support service contractor operations in the areas of travel, payments, and financial systems Coordinates and performs monthly MARS processing for the ORFSC cluster Manages, maintains, tests, recommends modifications, and assures ongoing operation of DISCAS for the ORFSC cluster Performs payroll liaison duties with HQ and employees by receiving, submitting, and correcting edits of ORO, OSTI, YSO employee's time, leave, and pay; providing advice, and resolving payroll issues Performs financial data integrity quality reviews Provides analysis and appropriate footnotes and executes restatements for annual financial statements Automates and maintains selected financial activities Provides advice and instruction to ORO and its contractors on audited financial statement policy Approves financial aspects of contracts, purchase orders, and subcontracts requiring ORO approval 		U. S. Treasury Regulations	
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<ul style="list-style-type: none"> • Evaluates integrated contractor-proposed accounting systems • Recommends prices for various products and services provided to others by DOE and approve waivers of FAC • Administers the Federal Travel credit card program • Manages, maintains, tests, recommends modifications, and assures ongoing operation of Travel Manager for OR and selected satellite offices • Establishes and maintains financial systems with Treasury • Analyses, coordinates, issues, and concurs on all DOE financial directives and orders • Serves as the ACO for Cost Accounting Standards for ORO integrated contractors • Oversees contractor financial operations to assure compliance with DOE Orders and FASAB Standards • Prepares management comments to various auditor findings involving financial issues • Recommends investment strategy to DOE HQ CFO for the Decontamination and Decommissioning Fund Investments and prepares related billings 			
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